

Date: May 1, 2007

CAREER OPPORTUNITY
United States Bankruptcy Court
Eastern District of New York

Position Title: Clerk of the Court
Classification Level: JSP 17 (\$154,600-165,200) (Commensurate with qualifications and experience)
Position Available: On or After September 15, 2007
Application Deadline: June 8, 2007
Mailing Address: P.O. Box 24990, Brooklyn, NY 11202-4990

Position Overview

The United States Bankruptcy Court for the Eastern District of New York is accepting applications for the position of clerk of the bankruptcy court. The business of the court is conducted at two locations: at the courthouse in Brooklyn, N.Y., which is the district headquarters, and at the courthouse in Central Islip, N.Y. Currently, the clerk's office has approximately 70 employees with seven presiding judges (four in Brooklyn and three in Central Islip).

The clerk is appointed by the judges of the court under the provisions of 28 U.S.C. § 156. This is a high-level management position which functions under the direction of the chief judge of the court. The clerk of the court is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

The clerk consults with and makes recommendations to the judges regarding court policies and procedures; analyzes and implements statutes, rules and procedures affecting the operations of the court; prepares and manages the annual budget; conducts special studies as directed and prepares decentralized statistical and narrative reports; acts as liaison with various governmental agencies on a variety of matters necessary to court activities such as automation, fiscal and personnel matters; directs the court's financial services functions including purchasing and accounting; and directs staff responsible for the processing of bankruptcy cases, the maintenance of official records, and the management of the case management and electronic case filing system. The clerk also hires and assigns personnel; oversees design and coordination of training programs; and supports employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.

Qualification Requirements

To be qualified for appointment, candidates must meet the following requirements:

1. **Experience** – Ten (10) years of progressively responsible administrative experience in public service or business organization with three of those years in a position of substantial management responsibility and leadership. Candidates must demonstrate proven skills in problem solving, organizational prioritizing, resource management and staff motivation. Ability to effectively communicate both orally and in writing with an understanding of the use of technology in the workplace is essential. A strong preference will be given to court administrators, especially those with experience in the federal court system. Law training is desirable but not required; knowledge of legal terminology and procedure is required.

2. **Education** – An undergraduate degree from a college or university of recognized standing with courses in business, government, finance, public administration or related fields is strongly preferred. A post-graduate degree in management or public or judicial administration may be substituted for up to two (2) years of the general experience requirement. A degree from an accredited law school may also be considered in lieu of certain of the required general experience. An attorney engaged in the active practice of law in either the public or private sector may substitute active practice on a year-to-year basis for the management and administrative requirements.

Selection Process

Applications will be screened by a selection committee and candidates being considered will be invited to interview. A background check may be performed. Candidates who are invited to interview may be asked to submit references to be contacted in advance of the interview. Based on the results of the interviews and the application package and any background check performed in connection with the initial interview, the most qualified candidates may be invited for a second interview.

Benefits

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, choice of dental and vision health plans, all Family Medical Leave Act entitlements, Federal Employees Retirement Systems, long-term disability plan, life insurance, long-term care options and the Thrift Savings Plan.

This position is subject to mandatory direct deposit for payment of net pay.

Application Procedures and Information

Qualified persons are invited to submit an original and two (2) copies of a detailed résumé including education, work and salary history, as well as a narrative statement not to exceed two (2) pages in length addressing the applicant's ability to: (1) plan and implement the most effective use of resources, including human and financial, to achieve objectives; (2) interpret, understand and implement the policies of the court; and (3) interact with a diverse working group including judges, circuit and district court executives, other governmental agencies, peers, staff and the public. The narrative statement should also address the applicant's basic management philosophy. Please submit applications by mail or courier to:

United States Bankruptcy Court
P.O. Box 24990
Brooklyn, N.Y. 11202-4990

The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense, and will be required to provide copies of educational degrees, certifications and references.

The selection of the successful candidate for this position will be provisional and contingent upon the satisfactory completion of a background investigation.

All court employees are "at will" employees and can be terminated by the court with or without cause.

The United States Bankruptcy Court is an equal opportunity employer.